

TOWN OF EAST HARTFORD

TITLE: Executive Secretary to the Mayor

LEVEL: 4

DEPARTMENT: Mayor's Office

DATE: 2/6/01

POSITION DEFINITION: Works under the general supervision of the Mayor and the Mayor's Administrative Assistant. Performs secretarial and administrative work of a complex, confidential, and responsible nature in the Office of the Mayor.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written instructions from supervisor.
- Plans and organizes work according to established or standard office procedures.
- Determines priority of work tasks.
- Assigns work to permanent and temporary clerical staff.
- Relieves supervisor of detail work.
- Provides general information to public on department or Town services, including regulatory, cultural, social, or recreational programs.
- Observes strict confidentiality in establishing and maintaining restricted files and records.
- Arranges meetings and schedules appointments for supervisor, and coordinates scheduling of field personnel where applicable.
- Transmits and explains supervisor's directions to proper persons, and follows up for compliance, completeness, and conformance with deadlines.
- Compiles and coordinates data for action by supervisor.
- Types and transcribes letters, reports, and meeting minutes from rough draft, shorthand notes, or transcription equipment.
- Composes and types routine correspondence and reports.
- Screens telephone calls or greets visitors, ascertains nature of business, and refers to appropriate office as possible.
- Types statistical and narrative reports of some complexity.
- Performs special assignments, studies, and routine administrative functions as directed.
- Relieves Administrative Secretary to the Mayor as needed.
- Reports work accomplished to supervisor.

ADDITIONAL JOB FUNCTIONS:

- Provides secretarial and clerical services to community development unit as needed.
- Develops and maintains confidential and complex records and files.
- Maintains purchasing, personnel, or other administrative records.
- Coordinates scheduling of conference rooms.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence and reports, etc. in shorthand.
- Ability to establish and maintain complex files and record systems.
- Ability to work with a minimum of supervision.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to process paperwork accurately and efficiently.
- Ability to supervise.
- Ability to relate positively to those contacted.
- Ability to learn to operate data and word processing equipment.
- Ability to compile data as requested.
- Ability to acquire a working knowledge of the functions and responsibilities of the Mayor's Office.
- Ability to perform basic bookkeeping skills.
- Ability to supervise clerical staff and operations.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS:

The skills and knowledge required would generally be acquired with a high school education with course work in Business English and Commercial Arithmetic with four years of progressively responsible secretarial or office administrative work, or Associate's degree in Secretarial Science and two years' progressively responsible secretarial or office administrative work.

LICENSING REQUIREMENTS:

None.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

Exec Secy to Mayor